

Attachment 1

SAMPLE: Contract Change Order Memorandum—Use of AcPay3

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

CONTRACT CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2006)

Page 1 of 1

DATE _____

TO DEPUTY DISTRICT DIRECTOR			FILE E. A. _____	
FROM RESIDENT ENGINEER			CO-RTE-PM _____	
CCO NO. _____ SUPPLEMENT NO. _____ CATEGORY CODE _____			FED NO. _____	
CCO AMOUNT \$ 0.00 <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE			CONTINGENCY BALANCE (Including this change): \$ _____	
SUPPLEMENTAL FUNDS PROVIDED \$ _____			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
ORIGINAL CONTRACT TIME: _____ DAY(S)			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TIME ADJUSTMENT THIS CHANGE: <u>0</u> DAY(S)			TOTAL # OF UNRECONCILED DEFERRED TIME CCOs (Including this change) _____	
PREVIOUSLY APPROVED CCO TIME ADJUSTMENTS: _____ DAY(S)			PERCENTAGE TIME ADJUSTED (Including this change) _____ %	

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

Revising Section 11-1, "Quality Control / Quality Assurance," of the special provisions, in accordance with CPD 08-2, as follows:

"For every day of asphalt concrete production, as the Quality Control test results become available, the contractor shall provide an electronic copy of the process and quality control test results using the Caltrans' statistical evaluation program 'ACPay3' available at www.dot.ca.gov/hq/construc/hma/acpay3.xls."

This change has been approved by Mr. Jason Dietz, FHWA, for projects that include federal funding. A copy of the statewide blanket prior approval for this change is attached.

There will be no cost or credit to the state for this change. There will be no time adjustment by reason of this contract change order since the work will not affect the controlling operation.

CONCURRED BY:		ESTIMATE OF COST							
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE	THIS REQUEST	TOTAL TO DATE						
PROJECT ENGINEER	DATE	ITEMS							
PROJECT MANAGER	DATE	FORCE ACCOUNT							
FHWA REP.	DATE	AGREED PRICE							
Jason Dietz	3/13/2008	ADJUSTMENT							
ENVIRONMENTAL	DATE	TOTAL	\$0.00						
OTHER (SPECIFY)	DATE	FEDERAL PARTICIPATION							
	DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE <input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING							
HO OR DISTRICT PRIOR APPROVAL BY	DATE	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)							
RESIDENT ENGINEER SIGNATURE	DATE	<input type="checkbox"/> CCO FUNDED PER CONTRACT <input type="checkbox"/> CCO FUNDED AS FOLLOWS <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">FEDERAL FUNDING SOURCE</td> <td style="width: 40%; text-align: center;">PERCENT</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		FEDERAL FUNDING SOURCE	PERCENT				
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